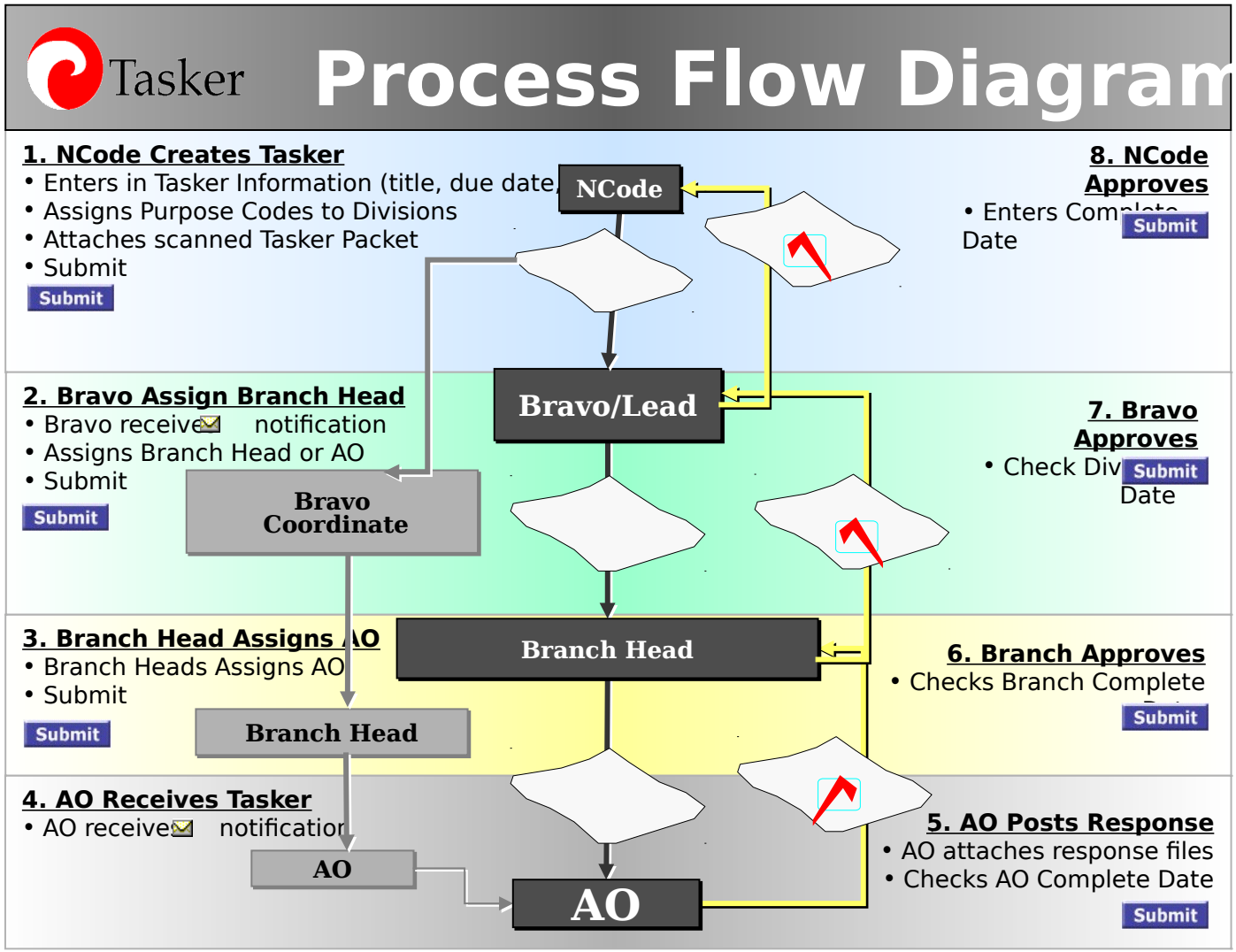
Tasker Process Flow Diagram



Using Tasker Web Tools II

"Taskers at the speed of light"

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"Taskers at the speed of light"

What are Web Tools?

Web Tools is a collection of three easy to use web based products designed to give Action Officers more flexibility in collaborating both internally and publicly. The three web tools are the **Navy HQWeb** and Collaboration Tool, **Tasker** - a system that supports the efficient flow and tracking of Taskers, and the **Knowledge Portal**.

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How Do I Use Tasker?

EVENT	ACTION	RESULT
1. Starting	• Open Internet Explorer, go to the Navy HQWeb http://usn.hq.navy.mil • From the Table of Contents select, "Office Tools," then "Tasker" • Enter Web Tools User ID and Password	• *All of the codes with Taskers assigned will appear on the **left** side of the screen. Codes with no Taskers will not appear.*
2. Reading	• To view Taskers in your code, click to expand the list, and then select the appropriate Tasker • Scroll down to the TASKER section and select the attached DOCUMENT	• *The Tasker Router will appear on the **right** side of the screen*
3. Editing	• Click [Edit] on the top right, above the Tasker	• *The Document will open in a new browser window* • *Tasker reappears In EDIT mode. Selected fields such as COMMENTS can be edited*
4. Attaching	• Scroll down to the RESPONSES secti Browse... • Click to attach your resp ent (*e.g. a Point Pape*	• *The "Choose File" dialog box appears*
5. Saving Changes	[Submit]	• *Tasker reappears in READ mode*
6. Forwarding	• Click on the top right	• ***Action Officer Complete Date:*** *triggers an to the Branch Head* • ***Branch Complete Date:*** *triggers an to the Bravo*
7. Showing Your Taskers		• ***Division Complete Date:*** *triggers an to Dir. Secretariat*
8. Showing Internal Taskers	• From the Tasker Selection Menu , select Sort By, then STAFF	• *Taskers will now be sorted by name, instead of code*
9. Showing Overdue Taskers	• From the Tasker Selection Menu, select: INTERNAL • From the Tasker Selection Menu, select: Show, then OVERDUE	• *Internal Taskers appear* • *Overdue Taskers appear*

Action Officer Complete Date: ☐ Mark Complete
Branch Complete Date: ☐ Mark Complete
Division Complete Date: ☐ Mark Complete

How Do I Know I Have a New Tasker?

Action Officers who are assigned Taskers will receive a system-generated email stating that a Tasker has been assigned. The email includes a hyperlink which will open the assigned Tasker.

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